

MANDATORY/REQUIRED TRAINING NEEDS AND RECORD FORM

INSTRUCTIONS: This document is a business tool used to identify and collect required/mandatory training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current work activities or to fulfill training required by Agency and Center policy, law, or regulation. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.

Supervisors must complete this form for each work activity performed within their organization. See LMS-CP-4309 for the detailed procedure.

Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required. This form may also be used by supervisors to document OJT. The official repository for all other training records is the Office of Human Resources.

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|--|------------------------|------------------------|-----------------|-------------------------------------|---|
| ORGANIZATION | | | | | |
| FLIGHT RESEARCH SERVICES DIRECTORATE | | | | | |
| EMPLOYEE NAME | | | | | |
| TRAINING REQUIRED | TRAINING METHOD | WHEN REQUIRED | DURATION | RENEWAL DATE (IF APPLICABLE) | SUPERVISOR SIGN/DATE UPON COMPLETION |
| ALL EMPLOYEES | | | | | |
| LMS Policy Manual | OJT | Immediate | 1 hour | As required | |
| LMS Organizational Unit Plan | OJT | Immediate | 30 minutes | As required | |
| LMS Center Procedures | OJT | Immediate | 1 hour | As required | |
| LMS Organizational Procedures | OJT | Immediate | 1 hour | As required | |
| Time and Attendance Entry | OJT | Immediate | 1 hour | As upgraded | |
| Credit Card | OJT | Immediate | 1 hour | As required | |
| MANAGERS | | | | | |
| Human Resources Management Overview | Classroom | First year | 20 hours | N/A | |
| Resources & Financial Mgt. Overview | Classroom | First year | 8 hours | N/A | |
| Safety Overview | Classroom | First year | 1 hour | N/A | |
| Management & Supervisory Training (MAST) | Classroom | First year (or before) | 1 week | N/A | |
| Positive Technology Transfer | Video/Classroom | First year | 3 hours | N/A | |
| Time & Attendance Entry and Approval | OJT | Within 3 months | 1 hour | N/A | |

| CLERICAL | | | | | |
|---|---------------------|------------|------------|--------------------------------|--|
| Electronic Purchase Request System | Video/Classroom | Immediate | 1 hour | As upgraded | |
| Time & Attendance Regulations and Submission | Video/Classroom | Immediate | 3 hours | As upgraded | |
| Calendar System | OJT | Immediate | 1 hour | As upgraded | |
| Telephone System | OJT | Immediate | 1 hour | As upgraded | |
| Microsoft Office | OJT | Immediate | 4 hours | As upgraded | |
| Email | OJT | Immediate | 1 hour | As upgraded | |
| Copy Machine | OJT | Immediate | 1 hour | N/A | |
| ADMINISTRATIVE PROFESSIONALS | | | | | |
| Resources & Financial Mgt. Overview | Classroom | First year | 8 hours | N/A | |
| AEROSPACE TECHNOLOGISTS | | | | | |
| Positive Technology Transfer | Video/Classroom | First year | 3 hours | N/A | |
| AIRCRAFT/AVIONICS TECHNICIANS | | | | | |
| General Aircraft Maintenance Manual (LMS-TD-0940) | OJT | Immediate | 8 hours | As required | |
| Fire Extinguisher | Demonstration/Video | 6 months | 1 hour | 1 year | |
| Hangar Deluge System | Presentation | Immediate | 1 hour | 1 year | |
| Foreign Object Debris | Presentation/Video | Immediate | 30 minutes | 1 year | |
| Material Safety Data Sheets | Presentation/Video | Immediate | 1 hour | 1 year | |
| Tool Control | Presentation/Video | Immediate | 30 minutes | 1 year | |
| Security Briefing | Presentation | Immediate | 30 minutes | 1 year | |
| AIRCRAFT TECHNICIANS | | | | | |
| Engine Run – Aircraft (3 Technicians) | OJT | First year | 1 hour | 1 year practical/6 month brief | |
| Towing – Aircraft (3 Technicians) | OJT | 6 months | 1 hour | 1 year | |
| Fueling/Truck – Aircraft (3 Technicians) | OJT/Class | 3 months | 1 hour | 1 year | |
| Jacking – Aircraft (5 Technicians) | OJT | 3 months | 2 hours | 1 year | |
| LOX Service – Aircraft (1 Technician) | OJT | 3 months | 2 hours | 1 year | |

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|---|---------------------|-------------------|-------------------------------------|--------------------------|--|
| Oxygen Service - Aircraft (3 Technicians) | OJT | 3 months | 2 hours | 1 year | |
| Fork Lift (3 Technicians) | Class | 6 months | 8 hours | 3 years | |
| Pyrotechnics (3 Technicians) | Class | First year | 4 hours | 18 months | |
| Compressors – Aircraft (3 Technicians) | OJT | 3 months | 1 hour | 1 year | |
| Hydraulic Machines – Aircraft (3 Technicians) | OJT | 3 months | 1 hour | 1 year | |
| Rectifiers – Aircraft (2 Technicians) | OJT | 3 months | 30 minutes | 1 year | |
| QUALITY ASSURANCE TECHNICIANS | | | | | |
| LMS-TD-0940 | Presentation | Immediate | 8 hours | As required | |
| Fire Extinguisher | Demonstration/Video | 1 year | 1 hour | 1 year | |
| Security Briefing | Presentation | Immediate | 30 minutes | 1 year | |
| Material Safety Data Sheets | Presentation/Video | Immediate | 1 hour | 1 year | |
| Hangar Deluge System | Presentation | Immediate | 1 hour | 1 year | |
| Tool Control | Presentation/Video | Immediate | 30 minutes | 1 year | |
| PILOTS | | | | | |
| Aircraft Type Rating for current LaRC A/C | Formal Course | Upon hire | Variable – depends on Aircraft Type | As LaRC A/C types change | |
| B757 Recurrent | Formal Course | At least annually | 10 days | Varies by pilot | |
| BE-200 Recurrent | Formal, In House | At least annually | 5 days | Varies by pilot | |
| Helicopter Emergency Procedures | Formal Course | Biannually | 5 days | Sept. (2 pilots) | |
| High Performance Proficiency Check | OJT | Annually | 4 hours | Varies by pilot | |
| Instrument Ground School | Formal Course | Annually | 1 day | June | |
| Physiological Initial | Formal Course | As necessary | 5 days | Triennially | |
| Physiological Refresher | Formal Course | 5 years | 1 day | Varies by pilot | |
| Water Survival | Formal Course | Biannually | 1 day | Varies by pilot | |
| COTR | | | | | |
| Contracting Officer Technical Representative | Classroom | 6 months | 5 days | N/A | |

| INFORMATION PROTECTION ADVISORS | | | | | |
|-------------------------------------|-----------|-----------|---------|-----|--|
| IPA Training | Classroom | Immediate | 4 hours | N/A | |
| PROPERTY CUSTODIAN | | | | | |
| Property Custodian Training | Classroom | Immediate | 4 hours | N/A | |
| SOFTWARE RELEASE AUTHORITY | | | | | |
| Software Release Authority Training | Classroom | Immediate | 4 hours | N/A | |